

UNITED STATES DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT

Office of Fire and Aviation  
3833 South Development Avenue  
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To: All Field Officials  
From: Director, Office of Fire and Aviation  
Subject: Changes to Fire Reporting Processes for Fire Trespass

In our continued effort to comply with the Inspector General's Office in regard to the Bureau's Fire Reporting processes, a few minor changes have been made to the BLM Fire Trespass Sub-Form. After reviewing our data and the responses made on some of our fire reports, we have noticed that some offices were not following the established BLM policies for Fire Trespass Reporting.

As per the BLM *Fire Trespass Handbook*, the only person who can authorize a fire trespass investigation as "NO CASE" is the Field Office Manager. A large number of responses from field offices include titles for the authorizing official such as "Engine Foreman," "FMO," "Dispatcher," "Law Enforcement Officer," etc. Although some of these people may be involved or instrumental in the investigation process for your area, the only person who can authorize "no case" is the Field Office Manager.

We have made every attempt to map the correct answers to the reports in cases where the correct information was entered; but in cases where the information was incorrect, the system simply deleted the fields and left them blank. The new "Authorized by Title" field contains a drop down box with all applicable titles listed. If your reports are incomplete, you will need to enter the name of the Field Office Manager and click the drop down menu for the correct title. Once you have made the appropriate corrections and your report contains no other errors, this should mark your fire report records as completed. We realize this may be an inconvenience, but we must continue to work toward having a system that contains data and information that we can rely on and have confidence in when making management and analytical decisions.

These changes were made only to enforce an existing policy. The *Fire Trespass Handbook* is located online on the BLM Fire Reporting Website if you would like to verify this information or better understand how to complete a Fire Trespass Report.

For further information, contact Corey Grant at 208-387-5433 or [corey\\_grant@nifc.blm.gov](mailto:corey_grant@nifc.blm.gov)

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